

APPENDIX 8

PROCEDURES FOR STAFF PRESENTATIONS AT COMMISSION MEETINGS

In the interest of conserving time the following procedures apply to all staff members presenting information at Commission meetings.

1. The presentation should be based on the assumption that Commissioners have read the background paper(s) and are familiar with its content(s).
2. Briefings should cover approximately one-half of the allotted meeting time; the remainder should be reserved for Commission questions and answers.
3. At the outset, briefers should clearly identify the focus of the briefing, should indicate whether there are any safety, security, or emergency preparedness implications, and describe any potential new resource requirements (both personnel and financial).
4. Briefers should summarize background history through emphasis on only the important events.
5. Briefers should not read slides and handouts verbatim and should discuss only the high points on which they wish to focus the Commission's attention.
6. The briefing should be completed within the allotted time.
7. Briefers should follow the Web-based guidance provided by SECY for the preparation of briefing materials; see

http://www.internal.nrc.gov/SECY/pdf/briefing_guidance.pdf or

<http://www.internal.nrc.gov/ADM/branding/presentations.html>

A slide template for incorporating the NRC branding logo is also available on this website.

8. A sufficient number of copies of the viewgraphs or other relevant written information should be placed in the Commission briefing room 30 minutes before the start of the briefing for the public. See above guidance document for details.